



## **DOWNTOWN OPERATIONS DIRECTOR**

The City of San Antonio is recruiting for a Director of Downtown Operations. This position will be responsible for planning, directing, and overseeing activities related to services performed in the downtown area as well as the maintenance and operations of downtown parks and management and coordination of all major downtown special events. Provides highly responsible and complex administrative support to the City Manager's Office and exercises considerable independent judgment. Exercises direct supervision over assigned staff.

The ideal candidate should possess: advanced knowledge of operational characteristics and service delivery programs; advanced leadership and management skills; a proven ability to build effective relationships; and an ability to analyze problems, identify alternative solutions, and project consequences of proposed actions.

**Essential job functions include, but are not limited to, the following:** assumes full management responsibility for the operation and activities of all services performed in the downtown area; manages and coordinates all major downtown special events (i.e. Fiesta, Houston Street Fair, etc...); oversees the maintenance and operations of downtown venues and activities such as the River Walk, Spanish Governor's Palace, Market Square, La Villita, HemisFair Park, sidewalk and street sweeps; oversees the development and implementation of departmental goals, objectives, policies, and priorities for each assigned service area; establishes, within City policy, appropriate service and staffing level; and allocates resources accordingly; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload; reviews and evaluates work methods and procedures; identifies opportunities for improvement; directs the implementation of changes; plans, directs, and coordinates, through subordinate-level managers, the departmental work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; manages and participates in the development and administration of the department budget; directs the forecast of funds needed for staffing, equipment, materials, and supplies; directs and approves expenditures; and directs the preparation and implementation of budgetary adjustments as necessary.

This position requires the successful candidate have graduated from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration, or related field, and ten (10) years of increasingly responsible experience in public sector service delivery and major events coordination, including five (5) years of administrative and supervisory responsibility required. Preferred candidates will have a Master's Degree.

**Starting salary is negotiable, depending on experience and qualifications.** Benefits include subsidized healthcare coverage, retirement plan, life insurance, paid leave, car and cell phone allowances, and voluntary benefits. This position is exempt from Municipal Civil Service, and subject to at-will employment.

**Position is open to current City of San Antonio employees only. Position is open until filled.** Apply at once with letter, resume, and references to the City of San Antonio, Human Resources Department, Attention: Margaret Gonzales, Executive Recruiter, P.O. Box 839966, San Antonio, TX 78283. Candidate information may also be submitted in-person Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM at the Human Resources Department located at 111 Plaza de Armas or e-mailed to [saexecsearch@sanantonio.gov](mailto:saexecsearch@sanantonio.gov).